CITY OF ANNAPOLIS Schedule No. RECORDS RETENTION AND DISPOSAL SCHEDULE **TRANSPORTATION** DEPARTMENT Description Retention Item No. 1. Screen annually and destroy the material **Correspondence Files** that is no longer needed for business. Miscellaneous letters, memoranda, studies, Retain permanently any material that reports, directives, policies and receipts. Court serves to document the origin, requests for references or for complaint development, and accomplishments of purposes. the office. Transfer periodically to the Maryland State Archives. 2. Grant Application and the Grant Grants, request for monies for the improvement Retain for life of the grant, plus three of buses and other related safety measures. years and audit requirements, if any, met. 3. **Taxicab Owner and Taxicab Driver Permits** Taxicab owner's permits and taxicab driver's Retain indefinitely while current and permits with attachments, including drug testing active; three years after termination, information and court dispositions. destroy. 4. **Pedicab Permits** Retain indefinitely while current and active; three years after termination, Pedicab applications and attachments. destroy. Department Director

| 2. Division ANNAPOLIS DEPARTMENT OF PARKING DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as disposition purposes. 4. Record Series Title TRAFFIC VIOLATION CONTROL SHEETS 5. Earliest Year/Latest Year/ | . Department .NNAPOLIS DEPARTMENT OF | · · | igement Program | |
|--|---|-----------------------------|---------------------------------------|--|
| ANNAPOLIS DEPARTMENT OF PARKING DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as disposition purposes. 4. Record Series Title TRAFFIC VIOLATION CONTROL SHEETS 5. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purp of the series. COLLECTION OF COMPUTER PRINTOUT SHEETS FOR EACH DAY OF THE MONTHLYEAR ON TICKETS PAID, TICKETS ADJUSTED, TICKETS WRITTEN, TICKETS GOING TO COURT 7. Record Series Format(s) □ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify) □ Other (Specify) □ Other (Specify) ■ Computer Tape(s) □ Other (Specify) ALL ABOVE 10. Annual Accumulation ALL ABOVE 11. File is Used X Daily X Weekly Xx Monthly 3 □ Month(s) x Yea Number 13. Current Location(s) (Bidg. Floor, Room) MAIN BLDG, 2ND FLOOR, PARKING SEVICES 14. Is Record Series Duplicated Elsewhere? (If yes, specify office) □ No X Yes, MAIN FRAME IN NY 15. Access Restrictions X Yes □ No (If yes, cite law(s) & regulations) □ None X State □ Federal X Independence of the series as unit for reference as well as a unit for the purpose of the purpo | NNAPOLIS DEPARTMENT OF | 2. Division | | PAGE1 OF _4_ |
| DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as disposition purposes. 4. Record Series Title TRAFFIC VIOLATION CONTROL SHEETS 5. Earliest Year/Latest Yest | - | | | 3. Unit |
| S. Earliest Year/Latest Year | | PARKING | • | TICKET FINE SECTION |
| 1994 to 10 10 10 10 10 10 10 1 | | oup of related records n | ormally filed and used a | as a unit for reference as well as |
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| ON TICKETS PAID, TICKETS ADJUSTED, TICKETS WRITTEN, TICKETS GOING TO COURT 7. Record Series Format(s) Letter Size Micro Film Alphabetical File Drawer(s) - Microfilm Reel(s) Computer Tape Other (Specify) Chronological Other (Specify) Other (Sp | • • | be the types of information | on/documents/forms four | nd in the series. Include the purpo |
| □ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Addio Tape □ Video Tape □ Other (Specify) □ Computer Tape(s) □ Chronological □ Computer Parintout Sheets ON ADAILY, MONTHLY, YEARLY FORMAT □ Other (Specify) □ O | | | | |
| □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify) □ □ Chronological □ Computer PRINTOUT SHEETS ON A DAILY, MONTHLY, YEARLY FORMAT □ Other (Specify) □ □ Other (Specify) □ Other (Specify) ΔLL ABOVE □ Other (Specify) □ | Record Series Format(s) | 8. Record Series Se | equenc e | 9. Volume |
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| Number 13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG,2ND FLOOR,PARKING SEVICES 14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No X Yes, MAIN FRAME IN NY 15. Access Restrictions X Yes (If yes, cite law(s) & regulations) CITY ORDIANCES,STATE ORDIANCES 17. Is an index system used? (If yes explain briefly and describe any hardware/software.) x Yes No DAILY, MONTHLY, YEARLY | 1. File is Used | | 12. File Becomes In | active After |
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| | describe any hardware/software.) x Yes □ No | ain briefly and | 1 | |
| IDM COM CIER AND I REVIEW | BM COMPUTER AND PRINTER | | | And the second second |
| 19. Name and Title of Preparer MARJORIE M. GEAGLONE, SUPERVISOR OF PARKING SERVICES |). Name and Title of Preparer MARJO | RIE M. GEAGLONE | SUPERVISOR OF P | ARKING SERVICES |

| <u>Instructions</u> - Prepare a separate form | • | ANNAPOLIS | RECORDS INVENTOR | 3 |
|--|--------------------------|-------------------------------|---|-----------------|
| for each new or revised record series. | Kecorus Mana | ngement Program | PAGE OF _4_ | |
| 1. Department | 2. Division | | 3. Unit | |
| Annapolis Parking & Transportaion | Parking Fine Section | on | Ticket Fine Section | |
| DEFINITION - RECORD SERIES - A gro disposition purposes. | up of related records no | ormally filed and used as | a unit for reference as well a | s tention and |
| 4. Record Series Title | , | | 5. Earliest Year/Latest Y | |
| Ticket Retention Files | | | | - |
| 6. Record Series Description (Briefly describe of the series. | | | | × ∙or function. |
| Copies of hand written tickets that are fil | ed for court reference | s or for complaint purp | oses | |
| 7. Record Series Format(s) | 8. Record Series Se | quence | 9. Volume | |
| □ Letter Size □ Micro Film □ Legal Size □ Computer Tape | □ Alphabetical | | | <u>l mber</u> |
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| 2part written tickets in a daily, monthly, yearly format | □ Geographical | | □ Other (Specify) | _ |
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| 13. Current Location(s) (Bldg. Floor, Roo MAIN BLDG,1ST FLOOR,CASHIER | | (If yes, specify off | Duplicated Elsewhere? ice) AAIN FRAME IN NY | |
| 15. Access Restrictions X Yes | □ No | 16. Audit Requireme | nts | |
| (If yes, cite law(s) & regulations) CITY ORDIANCES, STATE ORDIANC | CES | □ None x State | □ Federal X Independe | r |
| 17. Is an index system used? (If yes expla describe any hardware/software.) x Yes □ No DAILY, MONTHLY, YEARLY IBM COMPUTER AND PRINTER | in briefly and | 18. Recommended Re 3 YEARS | etention | |
| 19. Name and Title of Preparer MARJO | RIE M. GEAGLONE | SUPERVISOR OF PA | RKING SERVICES | |
| 20. Telephone Number (410) 263-7964 | | | 21. Date 02\28\97 | |
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| Instructions - Prepare a separate form | | ANNAPOLIS | RECORDS INVENTORS | |
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| for each new or revised record series. | Kecords Mana | gement Program | PAGE3 OF _4_ | |
| 1. Department | 2. Division | | 3. Unit | |
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| 7. Record Series Format(s) | 8. Record Series Se | | 9. Volume | |
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| 15. Access Restrictions X Yes (If yes, cite law(s) & regulations) | □ No | 16. Audit Requiremen | | |
| CITY ORDIANCES, STATE ORDIANCES. 17. Is an index system used? (If yes explain describe any hardware/software.) x Yes □ No DAILY, MONTHLY, YEARLY IBM COMPUTER AND PRINTER | | 18. Recommended Re 3 YEARS | □ Federal X Independen | |
| 19. Name and Title of Preparer MARJOF | RIE M. GEAGLONE, | SUPERVISOR OF PA | RKING SERVICES | |
| 20. Telephone Number (410) 263-7964 | | | 21. Date 02\28\97 | |
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| <u>Instructions</u> - Prepare a separate form for each new or revised record series. | | ANNAPOLIS agement Program | PAGE 4 OF 4 | |
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| 1. Department | 2. Division | | PAGE4 OF _4 3. Unit | |
| Annapolis Parking & Transportaion | Parking Fine Section | on | Ticket Fine Section | |
| DEFINITION - RECORD SERIES - A ground disposition purposes. | ap of related records n | ormally filed and used | as a unit for reference as well as | tention a |
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| RESIDENTIAL APPLICATIONS PERM | MIT RETENTION F | ILES | | |
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| 7. Record Series Format(s) | 8. Record Series Se | equence | 9. Volume | |
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| 19. Name and Title of Preparer MARJOR | RIE M. GEAGLONE | SUPERVISOR OF I | PARKING SERVICES | |
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| <u>Instructions</u> - Prepare a separate form | I . | NNAPOLIS | RECORD INVENTORY | | |
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| for each new or revised record series. | Records Management Program | | PAGE1 OF _1_ | | |
| 1. Department ANNAPOLIS DEPARTMENT OF PARKING& TRANSPORTATION | 2. Division ADMINSTRATION | | 3. Unit TRANSIT DEPT. | | |
| DEFINITION - RECORD SERIES - A groudisposition purposes. | up of related records nor | rmally filed and used | as a unit for reference as well as | tention and | |
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| COPIES OF THE ACTUAL GRANTS, RELATED SAFETY MEASURES | REQUEST FOR MO | NIES FOR THE IN | PROVEMENT OF BUSES A | D OTHER | |
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| @ Daily @ Weekly X Monthly | | 1 Number | Month(s) X Yes | a) | |
| 13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG,2ND FLOOR, ADMINSTRATION | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No X Yes, MTA OFFICE ,BALTIMO | | 3 | |
| 15. Access Restrictions X Yes □ No (If yes, cite law(s) & regulations) MTA REGULATIONS FEDERAL REGULATIONS | | 16. Audit Requirements □ None State X Federal X Independent | | | |
| 17. Is an index system used? (If yes explain briefly and describe any hardware/software.) Yes X No | | 18. Recommended Retention 3 YEARS | | | |
| 10 M 15 15 15 15 15 15 15 15 15 15 15 15 15 | DIE M. CEACLONE | SUPPRISOR OF | PARKING SERVICES | * | |